

*BEST COPY  
Available*

6/17/98

AR 0

SECRET

OFFICE OF TRAINING

NOTICE  
No. 13-67

19 September 1967

SUBJECT: Reporting the Loss of Classified Material and  
Other Significant Developments

1. Attached is a copy of a memorandum, dated 6 September 1967, to the Deputy Directors and Heads of Independent Offices from the Executive Director-Comptroller. Please note in paragraph 5 that Colonel White emphasizes there is a command responsibility to ensure that all personnel are thoroughly indoctrinated in the principles for reporting loss of classified material and other significant developments without exception.

2. The Deputy Director for Support requests, a) procedures be established for indoctrinating new employees, and b) all employees should be reminded of this requirement on an annual basis.

3. Each component should set up a procedure whereby employees certify that this memorandum has been read and the date on which this has been accomplished. These certifications should be submitted to me.

25X1A

  
John Richardson  
Director of Training *by AR*

Distribution:  
OTR - Key IC  
(School, Staff, Branch  
Chiefs and all instructors)

SECRET